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## (APPENDIX 1 – SOP)

### Virtual Annual General Meeting 2021

It is our pleasure to invite you to attend the above which has been scheduled as follows:

**Date** : 27 March 2021 (Saturday)

**Time** : 9.30am – 11am

### AGENDA for the AGM 2021

1. Call to Order
2. Confirmation of Quorum (Lesser of 25% of members or 30 members)
3. Confirmation of Last AGM Minutes
4. Secretary Report for the year 2020
5. Treasurer Report for the year 2020
6. Any Other Business

| Time             | Program                     |
|------------------|-----------------------------|
| 9.30am – 11.00pm | 21st Annual General Meeting |

We look forward to seeing you virtually at the meeting. Kindly register your attendance via [www.rosythpsg.com/service/event.php](http://www.rosythpsg.com/service/event.php) by 22 March 2021.

The confirmation and login details will be sent closer to date.

For further clarifications, please do not hesitate to email us at [rosythschoolpsg@gmail.com](mailto:rosythschoolpsg@gmail.com)

Thank you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Eunice Tay", is written above a horizontal line.

Ms Eunice Tay, President